

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Director of Information Technology****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs and coordinates information technology planning and functions, including all phases of systems design, programming, installation and operations. Determines long-term citywide information needs and develops overall strategy for information needs, systems development and hardware acquisition and integration of various platforms for computer applications. Reviews and evaluates project feasibility studies, and the implementation, installation and operation of information systems and equipment. Identifies changes and technological trends and interprets their meaning to senior management. Ensures information security and provides access to management.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs technology leadership by providing organization-wide vision setting and alignment of information technology with business, engaging in building partnerships for leveraging technology resources, analyzing and developing strategies for local/state/federal legislative agendas that may impact the city.
2	S	Manages information technology functions by providing effective resource management, budget development, budget control, financial management, staffing, staff development, employee relations and other human resource management activities.
3	S	Plans and implements city-wide technology initiatives by managing the development of requirements, requests for proposals, project management and implementation of projects, procurement, and managing the change process.
4	S	Supports city leadership and administration functions by participating in city-wide issues for employee relations, committees, compensation studies, retirement studies, SOR, and other city activities and programs.

Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read contracts, legislation, technical manuals, correspondence, and other related material.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legislation, contracts, reports, policies and procedures, and correspondence.
Managerial	Managerial responsibilities include developing strategies, allocating resources, and coordinating initiatives.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, presentations, filing, supervision
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	O	To/from office equipment, to/from meetings
Lifting	R	Files, folders, manuals, books, presentation materials, office supplies, office equipment
Carrying	R	Files, folders, manuals, books, presentation materials, office supplies, office equipment
Pushing/Pulling	R	Chair, presentation equipment-VCR/TV
Reaching	N	
Handling	O	Files, folders, manuals, books, presentation materials, office supplies, office equipment
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, deskwork, writing, reading, presentations, supervision
Hearing	C	Telephone, co-workers, staff, supervisor, presentations, meetings
Talking	C	Telephone, co-workers, staff, supervisor
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Windows and Office software, dial-up access, Internet/Intranet, Advantage Financial System software (AFIN)

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)